

DEPARTMENT OF THE NAVY

Executive Onboarding Checklist

Executive Onboarding Program
Support Staff Guide for Onboarding New Executives
8/30/2011

DEPARTMENT OF THE NAVY

EXECUTIVE ONBOARDING CHECKLIST

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OVERVIEW

The Department of the Navy's Onboarding program is an important lever in building and sustaining a high performance executive culture through preparation, support and engagement.

Onboarding is a strategic program consisting of a set of integrated processes, activities and services to help executives make rapid transitions and deliver on the DON mission. Onboarding begins at the point of selection through an executive's first year in a new position. The graphic below depicts the Onboarding program at a glance and provides a sampling of experiences that can be incorporated into an executive's plan.

Before Selection is Made – Interview onsite to review mission, vision, job & tour organization				
Command Makes Selection – Processes to Complete Before Day 1				
(1) Offer letter/Welcome handbook (2) Security/Drug Test (3) Set up office, computer and phone (4) Assign Sponsor/Peer Advisor (5) Contact Employee for Q&A (6) Schedule office visit and meet-n-greet with Execs/Staff (7) Communicate required Executive learning curriculum				
Day 1	1 st Week	First 30 days	First 90 days	1 st Year
<ul style="list-style-type: none"> •Senior Leader welcomes Exec •Deep dive on mission, org •Meeting to complete in-processing/benefits •Security/badge processing •Introduce new exec to sponsor/peer advisor •Provide key stakeholder list •Lunch with other Execs/Senior Military Leadership 	<ul style="list-style-type: none"> •Exec is introduced to staff & senior coworkers •Supervisor/Exec review org structure/ key staff •Supervisor/Exec review of roles and responsibilities •Provide protocol training •Supervisor provides highlights of Accelerating Leadership Transitions workshop •Review SES Competency Model 	<ul style="list-style-type: none"> •Set/Review performance objectives •Review list of required/recommended learning (NFLEX, OPM SES Briefing, etc.) •Explore/Set development goals •Discuss Mentor matching •Discuss broader exec development •Confirm appropriate systems access (succession management, etc.) •Ethics Counselor meeting •Onboarding Questionnaire 	<ul style="list-style-type: none"> •Exec schedules meetings with stakeholders •Exec seeks/provides performance feedback •Executive Coaching •Exec continues with mentorship •Exec has recurring check-in with sponsor •New Leader Assimilation (future) •Onboarding Questionnaire 	<ul style="list-style-type: none"> •360 assessment •Exec broadens networks •Succession Management role/responsibilities •Exec assesses performance and provides feedback •Conduct performance reviews at 6 & 12 months •Onboarding Questionnaire: 6 & 12 months
Prepare	Enable	Support	Engage	

A DON Executive Onboarding plan should be provided for a leader when:

- Appointed to an executive level position with the DON (e.g., SES, SL, ST, HQE, DISL and DISES)
- Existing executives from other federal agencies accept an executive position with the DON

The new executive's manager, colleagues, staff and other professional support are the glue to a successful onboarding experience. The Executive Onboarding Checklist was created for Command points of contact (POC), HRO's, DCP's, Executive Assistants, peer Sponsors or other professionals who consult with, and support, new and existing executives.

Some tasks may be completed by different people depending on the Command or Activity level. Some tasks or services provided may not be applicable to the particular executive and therefore, can be tailored accordingly. This checklist is intended to complement the Executive Onboarding Plan, which is a document customized for an executive by EMPO and the Command support staff once a selection is made.

EXECUTIVE ONBOARDING STRATEGIC OBJECTIVES

- Accelerate acclimation in the first weeks and months on the job
- Gain clarification on performance goals
- Make more rapid transitions for effective performance
- Gain departmental appreciation and commitment to Total Force
- Understand and navigate the cultural and political landscape
- Identify stakeholders and inter-agency contacts
- Build capabilities and achieve results through relationships (i.e., use of mentors, coaches and strategic networks)
- Take an active role in individual learning & development through on-the-job experiences, relationships and executive curriculum

ONBOARDING PRIORITIES – BEFORE THE FIRST DAY

↓	Task	Complete
BEFORE FIRST DAY	REVIEW and verify offer letter for accuracy <ul style="list-style-type: none"> Command POC or other designee makes contingency offer upon selection approval by DON 	<input type="checkbox"/>
	CONDUCT informal communication with selecting official and selectee <ul style="list-style-type: none"> Executive Management Program Office to partner with the Command POC to customize the Executive Onboarding Plan document and send an advance copy to the executive 	<input type="checkbox"/>
	COMPLETE ethics information to ensure SF-278 is submitted within first 30 days	<input type="checkbox"/>
	ASSIGN a sponsor to the new hire (if applicable) <ul style="list-style-type: none"> A sponsor is generally a peer colleague of the new hire who works on the same team; have the sponsor reach out to the new hire (see pages 8-11 for sample e-mail templates) Command POC coordinates with HRO/DCPP 	<input type="checkbox"/>
	PROVIDE Security Request Forms and submit to Security Office requesting clearance to bring on board (if applicable) <ul style="list-style-type: none"> HRO coordinates with Security department Security Office will notify HRO if additional paperwork is needed (i.e., SF-85/86, etc.) 	<input type="checkbox"/>
	INITIATE Drug Testing (HRO/DCPP initiates if applicable to position) Position sensitivity: <ul style="list-style-type: none"> If Top Secret – Drug Test is required If candidate is current DoD in a drug tested designated position, no drug test is needed If candidate is not in a tested designated position, drug test will be scheduled 	<input type="checkbox"/>
	SEND Electronic Benefits information to new hire (if applicable): <ul style="list-style-type: none"> Coordinated by HRSC NW and HRO/DCPP Mobility Agreement, location to report first day, EBIS, Health Benefits, Tax Forms, Direct Deposit Forms, TSP, Life Insurance, Beneficiary Forms, MyPay, I-9 Form – Eligibility, Ethnicity and Race ID, FSRs, and Handicap Nomination 	<input type="checkbox"/>
	HRO/DCPP to contact new hire by phone/email to follow-up and answer questions (e.g., benefits, etc.)	<input type="checkbox"/>
	SCHEDULE office visit and meet/greet with executives and non-executives	<input type="checkbox"/>
	COORDINATE office setup (Command POC or other designee): <ul style="list-style-type: none"> Notify I/T to place on exceptions list for access to computer Notify Facilities/Services office to arrange for office space, telephone and supplies 	<input type="checkbox"/>
	Command POC to remind executive to complete the Travel Card Application (if applicable) REQUEST a Defense Travel Card http://www.defensetravel.dod.mil/index.cfm <ul style="list-style-type: none"> Contact your local Defense Travel Coordinator (DTO) for assistance Complete the required online Travel Card Training through the Defense Travel Management Office (DTMO) https://www.defensetravel.dod.mil/passport Make/manage business travel: http://www.defensetravel.osd.mil/dts/site/index.jsp	<input type="checkbox"/>

The Executive Management site provides information on the following:

<http://www.public.navy.mil/donhr/executivemanagement/Pages/Default.aspx>

- About the Executive Management Program Office
- Points of Contact
- Boards and Panels
- Executive Positions Defined
- Senior Executive Biographies
- Awards and Recognition
- Performance Management
- Pay for Performance
- Succession Management

- Executive Opportunities & Recruitment
- Onboarding
- Executive Development
- Recommended Training

Before the first day, the Command POC, HRO or DCPD should document a list of key contacts as well as staff to include in the new executive's onboarding plan (a place holder is provided in the Executive Onboarding Plan document). The list should include predecessor contact information, if available/applicable. Organization charts or existing contact lists can be used to help the new executive get a sense of the organization before they start.

Space is provided below to begin the list as reference, if needed, before including in the executive's plan.

Key Contacts

The individuals below are important sources of information and guidance in your new role.

Name	Title	Phone Number	Email Address

Team Contacts – Direct Reports (Activity Staff)

Name	Title	Phone Number	Email Address

ONBOARDING PRIORITIES – FIRST DAY

↓	Task	Complete
FIRST DAY	WELCOME new executive on the morning of the first day (if applicable – brand new to the department vice internal promotion)	<input type="checkbox"/>
	COMPLETE Security in-processing ▪ Coordinated by HRO/DCPP, Command POC and Security Office	<input type="checkbox"/>
	COMPLETE in-processing and schedule time for the new executive to meet with a Benefits Advisor (if applicable) ▪ HRO/DCPP to arrange a meeting	<input type="checkbox"/>
	PROVIDE another copy of the new executive's customized Onboarding Plan document and direct him/her to the list of contacts who can address their questions on a variety of issues ▪ Command POC/HRO/DCPP partners with EMPO to customize	<input type="checkbox"/>
	Manager to introduce executive to their staff (as appropriate)	<input type="checkbox"/>

ONBOARDING PRIORITIES – FIRST WEEK

↓	Task	Complete
FIRST WEEK	DISCUSS roles and responsibilities with supervisor and gain clarification where needed <ul style="list-style-type: none"> Confirm whether any external relationships, committees or Board and/or Advisory responsibilities are associated with your new role Obtain your supervisor's assessment of the near-term priorities 	<input type="checkbox"/>
	REVIEW organization structure, decision arenas and information on key staff members with supervisor or Command POC	<input type="checkbox"/>
	FINISH introductions with the team and senior co-workers, if new to the department	<input type="checkbox"/>
	REVIEW activity protocol overview with Command POC	<input type="checkbox"/>
	CONFIRM executive has all accounts needed in the activity (i.e., Time and Attendance, Travel/DTS, Messaging) <ul style="list-style-type: none"> If the executive will require remote e-mail access, download the OWA form from the NMCI Homeport https://homeport/ (type OWA in search field), complete and obtain necessary approvals prior to submitting to your local IT support. A CAC reader and software will be provided after the completed form is received. 	<input type="checkbox"/>
	SCHEDULE time to go through COOP and emergency evacuation orientation with executive	<input type="checkbox"/>
	REGISTER for the Office of Personnel Management (OPM) SES Briefing for New Executives <ul style="list-style-type: none"> http://www.leadership.opm.gov/certificates/SESbriefings/index.aspx SES Briefings are held approximately twice per year – next session October 13-14, 2011 Registration now open Contact OPM with questions 	<input type="checkbox"/>
	CREATE an AKO/DKO (Army Knowledge Online/Defense Knowledge Online) account OR confirm you already have one created. This account is required to access the Defense Talent Management System (DTMS), the tool used in support of the Talent Management and Succession Planning process. <ul style="list-style-type: none"> The AKO/DKO Quick Reference Guide will provide step-by-step instructions for the account registration process If you do not have an AKO/DKO account, you must go to https://www.us.army.mil to have one created Follow the instructions to reactivate your account using the AKO/DKO Quick Reference Guide (above) if your account has been deactivated Forward your account email address (once it has been created), which will be an Army address (@us.army.mil), to Greg Ruocco in the EMPO at greg.ruocco@navy.mil. There are two ways you can locate your AKO/DKO email address: <ol style="list-style-type: none"> Refer to the confirmation email you would have received upon completing the AKO/DKO account creation process, or; Login to the AKO/DKO portal and follow these instructions: <ol style="list-style-type: none"> Go to the AKO/DKO homepage (www.us.army.mil) and login selecting the CAC Login button or by typing in your username and password Once successfully logged in, click on My Account tab and select My Profile page 	

ONBOARDING PRIORITIES – FIRST THIRTY DAYS

↓	Task	Complete
FIRST THIRTY DAYS	REVIEW Performance Management training to create performance objectives: http://dodexecutivepmtraining.golearnportal.org/register.php <ul style="list-style-type: none"> Login information provided by EMPO to new executive Recommend executive schedules time with their manager to review 	<input type="checkbox"/>
	CREATE performance objectives in the Executive Performance and Appraisal Tool (EPAT) https://epat.apps.cpms.osd.mil/Login/Login.aspx <ul style="list-style-type: none"> Meet with your supervisor to confirm direction Contact the EMPO for access to the EPAT tool Use the Quick Guide for reference http://www.public.navy.mil/donhr/executivemanagement/PerformanceManagement/Documents/DON%20EPAT%20Quick%20Ref%204%20Members-%20June%202011.pdf	<input type="checkbox"/>
	EMPO works with executive to discuss mentoring as part of individual development and opportunity to seek a mentor	<input type="checkbox"/>
	Command POC or HRO/DCPP to ensure assigned Ethics Counselor meets with the executive to provide training and completion of the SF-278 before the 30-day deadline	<input type="checkbox"/>
	REVIEW a sampling of executive core curriculum and register for courses that are: <ul style="list-style-type: none"> Required for new executives (if applicable) Recommended for new executives <ul style="list-style-type: none"> NFLEX – http://nedp/nps.navy.mil/home/pages/symposium_description_nflex SES Briefings for New Career Executives – http://www.leadership/opm/gov/certificates/SESbriefings/index.aspx E-Cornell online executive education (certificate programs and stand-alone courses) Courses recommended by the EMPO: aligned to your individual development and career goals Command POC or EMPO to field questions 	<input type="checkbox"/>
	DRAFT your Executive Development Plan (EDP) http://www.public.navy.mil/donhr/executivemanagement/ExecutiveDevelopmentandResources/Pages/ExecutiveDevelopmentPlans.aspx <ul style="list-style-type: none"> Click on the link above to access the Executive Development Plan Template (EDP) and FAQ 	<input type="checkbox"/>
	CREATE your senior executive bio : instructions and a template provided in e-mail from the EMPO <ul style="list-style-type: none"> Submit your bio to the EMPO at navy.ses@navy.mil for uploading to the DON HR Portal 	<input type="checkbox"/>
	SCHEDULE and CONDUCT 1:1 meetings with your team <ul style="list-style-type: none"> What is the current organization situation? What will help you transition effectively? What will help the team transition effectively? 	<input type="checkbox"/>
	PROVIDE feedback to the EMPO on your experience after 30 days via email (EMPO will contact you) <ul style="list-style-type: none"> HRO/DCPP to follow-up and remind executive to complete the questionnaire 	<input type="checkbox"/>

ONBOARDING PRIORITIES – FIRST NINETY DAYS

↓	Task	Complete
FIRST NINETY DAYS	SCHEDULE appointments with key stakeholders from other organizations (e.g., programs, policies & budgets) <ul style="list-style-type: none"> ▪ Speak with your Command POC, supervisor and mentor (if applicable), to confirm stakeholders 	<input type="checkbox"/>
	PROVIDE performance feedback early and often to direct reports (if applicable)	<input type="checkbox"/>
	REQUEST performance feedback from your supervisor to ensure you are on track	<input type="checkbox"/>
	CONFIRM a plan with your mentor (if applicable) (e.g., confirm duration of the relationship, how often to meet, what you are trying to achieve and defining roles/responsibilities) <ul style="list-style-type: none"> ▪ Contact your Command POC or the EMPO at navy.ses@navy.mil with questions 	<input type="checkbox"/>
	COMPLETE training on internal systems, general operating practices, and any supervisor related responsibilities (as needed) <ul style="list-style-type: none"> ▪ Contact your HRO/DCPP and Command POC to coordinate as necessary 	<input type="checkbox"/>
	UTILIZE your peer sponsor (if applicable) periodically for internal questions and guidance	<input type="checkbox"/>
	UNDERSTAND the role of your Rating Official and check-in with him/her on the performance management process <ul style="list-style-type: none"> ▪ Contact your Command POC with questions 	<input type="checkbox"/>
	Command POC and HRO/DCPP or other designee coordinates the executive (e.g., SES, ST/SL, etc.) recognition ceremony (see pages 16-19 for Ceremony Framework and outline) <ul style="list-style-type: none"> ▪ Command Ceremony ▪ Newsletter/base newspaper ▪ DON HR website ▪ Contact EMPO with questions about process 	<input type="checkbox"/>
	REGISTER for recommended Navy Executive Development and SES training programs: http://nedp.nps.navy.mil/home/index.php <ul style="list-style-type: none"> ▪ Contact the EMPO at navy.ses@navy.mil for more information 	<input type="checkbox"/>
	OBTAIN an external Executive coach for your professional executive development <ul style="list-style-type: none"> ▪ Contact the EMPO at navy.ses@navy.mil for more information 	<input type="checkbox"/>
	SCHEDULE a meeting with the Director of the Executive Management Program Office (EMPO) for an overview of services for executives <ul style="list-style-type: none"> ▪ EMPO will contact you for an in-person meeting or conference call (Location dependent) 	<input type="checkbox"/>
	PROVIDE feedback on your experience after 90 days to the EMPO via email (EMPO will contact you)	<input type="checkbox"/>

Review the Department of the Navy Senior Executive Biographies for an overview of our executive cadre. Consider opportunities to build your internal network and strategic relationships that can help you in your career.

<http://www.public.navy.mil/donhr/executivemanagement/aboutseniorexecutives/Pages/Biographies.asp>

[x](#)

ONBOARDING PRIORITIES – NINETY DAYS THROUGH FIRST YEAR

↓	Task	Complete
NINETY DAYS THROUGH FIRST YEAR	SEND reminder e-mails to your direct reports at the mid-year and closeout mark to ensure formal performance reviews occur <ul style="list-style-type: none"> Coordinated by HRO/DCPP, Command POC and EMPO 	<input type="checkbox"/>
	ASSESS performance and provide feedback (formally and informally) to direct reports	<input type="checkbox"/>
	ASSESS professional development goals and track progress against demonstration of the DON Leadership Competencies <ul style="list-style-type: none"> Discuss with your Command POC what training and on-the-job experiences can round out your plan 	<input type="checkbox"/>
	MONITOR executive development and training offerings and register for those targeted at new executives http://www.public.navy.mil/donhr/executivemanagement/ExecutiveDevelopmentandResources/Pages/Courses.aspx <ul style="list-style-type: none"> Contact the EMPO with questions at navy.ses@navy.mil 	
	CHECK-IN periodically with your executive coach and mentor (if applicable) on: <ul style="list-style-type: none"> What you believe your biggest contributions have been to date based on your performance objectives and development goals What you would like to focus on through the remainder of the year 	<input type="checkbox"/>
	SCHEDULE an annual physical as part of SES benefit offerings (if desired) <ul style="list-style-type: none"> Contact the EMPO at navy.ses@navy.mil or your Command POC for more information 	<input type="checkbox"/>
	REVIEW your role and responsibilities with the Talent Management Panel Process and obtain training on the Defense Talent Management System (DTMS) http://www.public.navy.mil/donhr/executivemanagement/SuccessionMgmt/Pages/Default.aspx <ul style="list-style-type: none"> Contact the EMPO at navy.ses@navy.mil with questions 	<input type="checkbox"/>
	PROVIDE feedback on your experience at the 6-month and 1-year marks to the EMPO via e-mail (EMPO will contact you)	<input type="checkbox"/>

ONBOARDING RESOURCES

Executive Onboarding E-mail Templates

Sample e-mail templates are provided to managers, Command POC's and others involved in Onboarding, to keep new executives apprised of what to expect and consistently welcome them to their new organization and/or team.

E-mail from manager to new executive

Recommended for someone new to the DON or modify for an internal transfer/promotion situation.

To: *[New Executive E-mail address]*

From: *[Manager E-mail address]*

Subject: Welcome

[New Executive Name],

Welcome to the team. You are joining a premier cadre of senior executives who are recognized experts in their field, senior scientists, proven leaders, and world-renowned researchers dedicated to public service at the highest levels.

I am pleased you have accepted the position of *[position title]*, and believe you will make a great addition to the team as we advance the Secretary's and national security mission. I look forward to you joining us for your first day on *[DD/MM/YYYY]*.

You will soon be receiving a welcome packet with information to review and paperwork to complete in advance of your first day. Should you have questions, please contact *[Command POC or Executive Assistant Name]* at *[phone number]*.

Prior to your first day, I'd like you to come in for an in-depth tour of the organization to further understand the mission and our strategic initiatives in addition to familiarizing yourself with your surroundings. Please contact my assistant, *[Executive Assistant Name]* at *[phone number]* to schedule a tour.

If you have questions between now and then, please call me at *[Manager phone number]* or my assistant at *[EA phone number]*.

Sincerely,

[Manager Name]

E-mail from manager to team

This template may be used as an announcement of a new executive to the DON. Modify for individual use and/or internal transfer/promotion situations. Consider linking to [DON SES Bio](#), if applicable.

To: Team *[insert direct report E-mail addresses]*

From: Manager *[Manager E-mail address]*

Subject: Welcome *[New Executive Name]*

Team,

Please welcome *[Executive First and Last Name]*, the new *[position title]*, to our team. *[New Executive First Name]* will be responsible for *[list key areas of responsibility]*.

[New Executive First Name] comes to us from *[list former command, agency or employer]*, where *[he/she]* was the *[list former position title]* for *[number of years]*. Before that, *[he/she]* worked at *[list prior agency/employer]*. *[Link to [SES Bio](#), for past work history, if applicable]*. *[New Executive First Name]* is originally from *[city, state]*.

[New Executive First Name]'s first day of work is *[DD/MM]*, and *[he/she]* will be located at *[work/office location]*.

A team lunch and meeting (*modify as appropriate*) will be scheduled for *[Executive First Name]*'s first week as a formal welcome and introduction.

Sincerely,

[Manager Name]

E-mail from executive peer sponsor to new executive

This template may be used for an introduction before the executive's first day if the Command has assigned the new executive a peer sponsor.

To: [E-mail address of new executive]

From: [E-mail address of executive peer sponsor]

Subject: Welcome to the [DON or Command within DON]

[New Executive Name],

Welcome to [DON or Command within DON]. We are excited that you will be joining us for your first day on [DD/MM/YYYY].

As one of your peers reporting to [Name of Direct Manager], I will be your onboarding sponsor who will help you get settled on your first day. I will be available to show you around, answer any questions you have and serve as a resource over your first few weeks.

On your first day, I will contact you about scheduling a time to meet in the office and have lunch.

If you have any questions between now and then, please feel free to call me at [(XXX) XXX-XXXX] or email me at [firstname.lastname@navy.mil].

Sincerely,

[Executive Peer Sponsor Name]

E-mail from Command POC/HRO/DCPP to new executive

This template is recommended if the executive is new to the DON or to a particular Command. May be modified to come from Command POC, HRO or DCPD depending on roles at the activity level. Purpose: introduction e-mail to discuss their role within the Command.

To: [E-mail address of new executive]

From: [E-mail address of Command POC, HRO or DCPD]

Subject: Welcome to the [DON or Command within DON]

[New Executive Name],

Welcome to [DON or Command within DON]. We are excited that you will be joining us for your first day on [DD/MM/YYYY]. [Name of Command] has a long and rich history delivering on the Secretary's and national security mission.

As the Executive Command POC [or HRO/DCPD], my role is to [brief summary of role]. I am responsible for [brief summary of responsibilities as it relates to executive support].

The areas where we'll commonly interact as it relates to your onboarding are [list possible areas, i.e., security clearance, performance management, compensation, etc.].

If you have any questions between now and then, please feel free to call me at [(XXX) XXX-XXXX] or email me at [firstname.lastname@navy.mil].

Sincerely,

[Command POC, HRO or DCPD]

Welcoming Ceremony Framework for a Department of the Navy Executive

Welcoming and introducing a new executive into the organization and Department will be one of the key components of the Department of the Navy Executive Onboarding Program. The key desire of the New Executive Welcoming/Promotion Ceremony is to implement a process in which all executives throughout the DON receive recognition comparable to the recognition of a newly selected flag or general officer.

The DON Executive Welcoming/Pinning Ceremony will consist of recognition at two levels, the DON-level and the command/organization.

Department of the Navy Recognition

The Under Secretary of the Navy is committed to ensuring that executives are introduced into the Department and made to feel that they are a critical asset to the DON team. During scheduled Town Hall Meetings, all new and transferring executives will be announced and recognized.

Command/Organizational Recognition

Commands that have a large population of executives will have the option of conducting joint ceremonies at regular intervals to recognize the newly selected executives throughout their command. These ceremonies may be held as a stand-alone ceremony, or as part of existing All-Hands type ceremonies where new employees are recognized.

Commands that do not recognize their new executives at scheduled All-Hands Meetings, should schedule a ceremony to recognize the new executive.

Items that are to be presented during the recognition of your new executive should include, at a minimum:

- Secretary of the Navy (SECNAV) SES Plaque (for SES members)
- SECNAV SES Pin (for SES member)
- SES Office Flag (for SES Members) – Purchasing of SES Office Flags is the responsibility of the Command. Flags can be purchased through the Senior Executives Association store <http://www.seniorexecs.org/index.php?id=23>. SES Office Flags stay with the position, not the SES member.
- Congratulatory Letters (from OPM, the Under Secretary of the Navy and the Deputy Assistant Secretary of the Navy (Manpower and Reserve Affairs)
- American Flag (for HQEs, SLs/STs, DISES, DISL)
- Any command related memento

We also highly encourage that family and friends of the executives being recognized are afforded the opportunity to be included in part of welcoming new executives.

Attached are the ceremony details the EMPO has created, used and offered to organizations as reference.

Senior Executive Promotion Ceremony

Order of Events

Opening Remarks
(Includes recognizing VIPs, distinguished guests, and family members)
Arrival of Official Party
Advancing and Retiring of Colors
MASTER OF CEREMONY reading of SES History
Introduction of Host/Host's Remarks
Reading of Honorees' Bio
Presentation of Secretary of the Navy Certificate
Oath of Office
Presentation of SES Congratulatory Letter, Pins, and Flag
*Remarks by Honorees
Invitation to Reception
Photo Op

CEREMONY SCRIPT

MASTER OF CEREMONY: LADIES AND GENTLEMEN, PLEASE STAND AT ATTENTION FOR THE ARRIVAL OF THE OFFICIAL PARTY.

(OFFICIAL PARTY ARRIVES AND IS SEATED)

MASTER OF CEREMONY: PLEASE REMAIN AT ATTENTION FOR THE POSTING OF COLORS.

MASTER OF CEREMONY: SAY "ADVANCE COLORS"
(POSTING OF COLORS BY CEREMONIAL COLOR GUARD)

MASTER OF CEREMONY: WE WILL NOW RECITE THE PLEDGE OF ALLEGIANCE.

(ALL ATTENDEES TURN TOWARD AMERICAN FLAG AND RECITE)

MASTER OF CEREMONY: SAYS "RETIRE COLORS"

(CEREMONIAL COLOR GUARD RETIRES)

MASTER OF CEREMONY: GOOD AFTERNOON DISTINGUISHED GUESTS, LADIES AND GENTLEMEN, AND FAMILY AND FRIENDS.

IT IS GREAT TO SEE SUCH A NICE TURNOUT TO CELEBRATE [HONOREE]'S APPOINTMENT TO THE SENIOR EXECUTIVE SERVICE.

I WOULD LIKE TO WELCOME [HONOREE]'S FAMILY – [ADD NAMES]

I WOULD LIKE TO THANK OUR DISTINGUISHED GUESTS FOR ATTENDING – [ADD NAMES]

MASTER OF CEREMONY: THE SENIOR EXECUTIVE SERVICE WAS ESTABLISHED BY TITLE IV OF THE CIVIL SERVICE REFORM ACT OF 1978, AND BECAME EFFECTIVE ON JULY 13, 1979. THE SES IS COMPRISED OF SENIOR EXECUTIVE LEADERS CHARGED WITH LEADING THE CONTINUING TRANSFORMATION OF THE FEDERAL GOVERNMENT. THESE LEADERS POSSESS WELL-HONORED EXECUTIVE SKILLS AND SHARE A BROAD PERSPECTIVE OF GOVERNMENT AND A COMMITMENT TO PUBLIC SERVICE. MEMBERS OF THE SES SERVE IN KEY POSITIONS JUST BELOW THE TOP PRESIDENTIAL APPOINTEES. SES MEMBERS ARE THE MAJOR LINK BETWEEN THESE APPOINTEES AND THE REST OF THE FEDERAL WORKFORCE. THEY OPERATE AND OVERSEE NEARLY EVERY GOVERNMENT ACTIVITY IN APPROXIMATELY 75 FEDERAL GOVERNMENT AGENCIES.

IT GIVES ME GREAT PLEASURE TO WELCOME [HONOREE] TO THE RANKS OF THE SENIOR EXECUTIVE SERVICE IN THE [NAME OF ORGANIZATION]. I WILL NOW HAVE [BIO READER NAME] TELL YOU A BIT ABOUT [HONOREE]:

BIO READER: [READ BIO]

MASTER OF CEREMONY: Please join me in congratulating [HONOREE] for his/her outstanding career achievements and entry into the Senior Executive Service.

(Ask HONOREE and his/her spouse/family to come to podium)

BIO READER: If the audience could please stand at attention for the administering of the oath.

MASTER OF CEREMONY: [HONOREE], would you please raise your right hand and repeat after me the Oath of Office:

"I (STATE YOUR FULL AND COMPLETE NAME) //

DO SOLEMNLY AFFIRM//

THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES//

AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC//

THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME, //

THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION, //

AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH I HAVE ENTERED//

SO HELP ME GOD. //

BIO READER: MASTER OF CEREMONY WILL NOW PRESENT [HONOREE] WITH A CONGRATULATORY LETTER AND PIN FROM THE DIRECTOR OF OPM, AND DEPARTMENT OF THE NAVY'S OWN SES PIN, AND AN SES FLAG TO PLACE ON DISPLAY IN YOUR OFFICE.

(HANDS ITEMS TO MASTER OF CEREMONY)

MASTER OF CEREMONY:

(PRESENTS DON SES CERTIFICATE, OPM AND DON PINS, AND SES FLAG)

(PHOTOGRAPHS TAKEN)

It gives me great pleasure to present to you the [NAME OF ORGANIZATION'S] newest SES member, [HONOREE Name]

(Motions HONOREE to the podium for her remarks.)

HONOREE: (REMARKS)

MASTER OF CEREMONY: DISTINGUISHED GUESTS, LADIES AND GENTLEMAN, THIS CONCLUDES OUR CEREMONY. WE INVITE EVERYONE TO JOIN IN CONGRATULATING [HONOREE] AND HIS/HER FAMILY AND STAY FOR REFRESHMENTS. THE RECEPTION IS BEING HELD IN THE [BUILDING AND LOCATION]. THANK YOU FOR ATTENDING.

PHOTO OP

RECEPTION

CONCLUSION

The Executive Onboarding Checklist is intended as a resource guide for support staff to use in customizing a leader's Executive Onboarding Plan. Preparing the Onboarding plan in advance of an executive's first day and executing against that plan throughout the first year requires a team effort.

Many benefits are realized when advance preparations are made, to include:

- Ability of the executive to operate independently with a detailed plan
- Decreased hours spent on administrative in-processing after day one
- Increased hours spent on learning about the Command and the position
- Time to focus on performance goals and creation of a development plan
- Opportunity to form relationships early on
- Opportunity for a new executive to smoothly transition into the organization and apply focus to delivering on the DON mission

The efforts of Command support staff directly impact the investment put in to the executive. When the Onboarding of an executive is done in a deliberate and strategic manner, the impacts to the organization increase exponentially in terms of increased performance, productivity and advancing the Secretary's and National Security mission.